Virginia Department of Education

***Department of Teacher Education and Licensure***

***PO Box 2120***

***Richmond, VA 23218-2120***

# APPLICATION FOR A TWO-YEAR EXTENSION OF ANY LICENSE EXPIRING JUNE 30, 2021 PURSUANT TO HB1776

**This form is only for individuals not employed in a Virginia educational agency (school division, accredited nonpublic school).**

**Directions: House Bill 1776, passed by the 2021 General Assembly and signed by the Governor, allows the Board of Education to grant a two-year extension for any license expiring on June 30, 2021. If you are not currently employed by a Virginia educational agency, you may request a two-year extension of your license. No fee is required for the extension. Mail only this form to the Office of Licensure, Virginia Department of Education, PO Box 2120, Richmond, VA 23218-2120.. [IF HANDS-ON CPR IS THE ONLY REQUIREMENT YOU NEED FOR RENEWAL OF A LICENSE EXPIRING JUNE 30, 2021, PLEASE DO NOT USE THIS FORM. Please mail your renewal application, fee, and required documentation for license renewal since the hands-on CPR requirement has been waived until June 30, 2022.]**

## PART I: INFORMATION PLEASE PRINT OR TYPE

| Social Security Number **OR**  License Number     -  -          - | | | Date of Birth (Month/Day/Year) | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Last Name | First Name | | | | Middle Name | Suffix |
| Address (Street, City, State, Zip Code) [Please note that the address provided is public information.]\* | | | | | | |
| Daytime Telephone Number (include area code)  (   )     - | | Home Telephone Number (include area code)  (   )     - | | Email Address | | |

**\*ADDRESS CHANGE –** The applicant must notify, in writing, the Office of Licensure, Department of Education, of an address change. Name and address of persons applying

for a license) may be disseminated pursuant to a request under § 2.2-3802(5) of the *Code of Virginia*.

## PART II: BACKGROUND QUESTIONS:

| **Background Questions** | **Yes** | **No** |
| --- | --- | --- |
| **Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony?**  (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.) | **Yes** | **No** |
| **Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country?**  (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.) | **Yes** | **No** |
| **Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving a child (minor) or a student?** (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.) | **Yes** | **No** |
| **Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (excluding offenses related to alcohol or possession of one ounce or less of marijuana)?** (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court.) | **Yes** | **No** |
| **Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency?**  (If yes, please attach a letter giving full details and official documentation of the founded complaint.) | **Yes** | **No** |
| **Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license or the right to apply for such a license; or had any other adverse action taken against such a license? Please note: This includes a reprimand, warning, or reproval and any order denying the right to apply or reapply for a license.**  (If yes, please attach a letter giving full details and official documentation of the action taken.) | **Yes** | **No** |
| **Are you currently the subject of any review, inquiry, investigation, or appeal of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? Please note: This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.** (If yes, please attach a letter giving full details and any official documentation available regarding the matter.) | **Yes** | **No** |
| **Have you ever left any education- or school-related employment, voluntarily or involuntarily, under any of the following circumstances: (1) while the subject of a review, inquiry, investigation, or appeal of alleged misconduct; (2) when you had reason to believe a review, inquiry, investigation or appeal of alleged misconduct was under way or imminent; or (3) while any administrative or judicial proceeding involving an allegation of misconduct was pending, eligible for appeal, or under appeal? Please note: This includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.** (If yes, please attach a letter giving full details and any official documentation available regarding the matter.) | **Yes** | **No** |

**I AM CURRENTLY NOT EMPLOYED BY A VIRGINIA EDUCATIONAL AGENCY. BY MY SIGNATURE, I CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE. I UNDERSTAND THAT MISREPRESENTATION MAY RESULT IN THE DENIAL, REVOCATION, CANCELLATION, OR SUSPENSION OF THE VIRGINIA LICENSE.**

| Applicant’s Signature: | Date: |
| --- | --- |

ORIGINAL SIGNATURE REQUIRED MONTH/DAY/YEAR